



601 Main Street West Ashland ~ WI 54806 ~ www.coawi.org

OFFICIAL POSITION ANNOUNCEMENT

Finance Department: Treasurer/Comptroller

Full Time Regular, Exempt Position

POSTING TYPE:	Internal & General Public - Employees & the public are invited to apply
POSTING DATE:	September 2, 2021
APPLICATION DEADLINE:	September 21, 2021 at 4pm
WAGE RANGE:	\$25.00 - \$29.00 Depending on Qualifications
BENEFITS:	Full Benefit Package to include medical and dental group health insurance, and life insurance. The City of Ashland is a WI Retirement System (WRS) participating employer.

GENERAL PURPOSE: The City Treasurer/Comptroller is responsible for all treasury functions of the City of Ashland including: cash receipting and disbursements, investments, cash flow and debt management, preserving capital while maximizing interest earning and minimizing costs. As Treasurer, this position is responsible for all General, Special Revenue, and Enterprise Fund revenues including the billing and collection of charges for services, sales, taxes and assessments. As Comptroller, this position is responsible for examining and assuring that all claims presented against the City are properly authorized and conform to approved City policy, State of Wisconsin Statutes, and contracts. The City Treasurer/Comptroller performs their duties with absolute integrity and honesty under the general supervision of the Finance Director. This position is expected to work 8am to 4:30pm, 5 days/40 hours per week.

Qualifications

Required Education and Experience:

- Graduation from an accredited college, technical school or university with an associate's degree (bachelors degree preferred) in a course of study emphasizing financial management, accounting, business administration or a related field is required.
- Five or more years of exceptional performance in financial management, accounting, business administration or a related field of employment is required.
- An equivalent combination of education and experience will also be accepted.
- Candidates must be bondable and display incontestable integrity and honesty.
- A valid Wisconsin Driver's License.

Application Process

Official City of Ashland applications and a detailed position description may be obtained by visiting the City of Ashland website www.coawi.org/Jobs.aspx. Application packages **MUST** include a cover letter, resume, and official City of Ashland application.

Please submit your application in **one** of the following ways:

- **Email (Preferred):** Visit the City of Ashland website at www.coawi.org/Jobs.aspx to download an official application. Candidates will then submit their completed application package to jobs@coawi.org.
- **Paper Copy:** Mail applications to 601 Main Street West, Ashland, Wisconsin. All mailed applications must be postmarked by September 21, 2021 in order to be eligible for consideration.

Application deadline is September 21, 2021 at 4:00 p.m.

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of service, programs or activities.
